

JOB DESCRIPTION

SCHOOL	Oakwood Primary Academy
JOB TITLE	School Secretary
GRADE	SS6 (£19,946 - £20,751) pro-rata 37 hours per week – term time only
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	To act as a senior administrator for the school; specifically to complete the Admissions and School Census procedures and support the Headteacher in a Secretarial capacity

Main Functions

1. To act as the headteacher's Secretary, dealing with enquiries, answering telephone and relaying messages to staff and pupils, to screen headteacher from routine enquiries and to arrange appointments. To maintain the school Calendar and Headteacher's diary.
2. To establish and maintain efficient filing, indexing and internal correspondence systems.
3. To word-process and produce all school documentation, including drafting correspondence as requested.
4. Dealing with visitors, providing hospitality where necessary and referring on to appropriate members of staff when needed. Providing a sympathetic and patient ear to parents contacting the school, providing general information as requested.
5. To deal with all confidential matters with tact and discretion.
6. To undertake the role of attendance officer for the school, liaising with Area Health Authority regarding medical and dental inspections, organising pupils' attendance within school.
7. To maintain procedures for admission and withdrawal of pupils from the school and completion of termly administration sheets. This will include maintaining up to date pupil lists, class lists, mailing lists etc.
8. To undertake the role of the school's educational visits co-ordinator, ensuring risk assessments and other arrangements for educational visits are in accordance with health and safety requirements.
9. To minute meetings as required.
10. To support all financial procedures as required and directed.

11. To complete and dispatch all required forms including, county returns etc. To check and supervise the preparation, distribution and filing of all annual review documentation.
12. To prepare and complete School Census submissions
13. To be a key member of the front office team offering excellent customer services to parents/pupils and school wider community
14. To act as a First Aider within the First Aid team
15. To carry out the above duties in accordance with the Trusts Equal Opportunities Policy.

Oakwood Primary Academy
Person Specification
Post Title: School Secretary

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent Keyboard and word processing skills. • Ability to effectively organise own workload. • Ability to accurately input and check computer data. • Ability to communicate effectively and to maintain confidentiality 	Knowledge of school MIS e.g. Arbor, SIMS, Parentpay, CPOMS, Medical Tracker etc.	Application Interview
Education & Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent including Maths and English. 	<ul style="list-style-type: none"> • NVQ in Business Administration. 	Application Interview
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office (in particular Outlook, Word and Excel). 	<ul style="list-style-type: none"> • Knowledge of the services provided by the directorate. 	Application Interview
Experience	<ul style="list-style-type: none"> • A minimum of 3 years experience in a similar role • Use of office systems. 	<ul style="list-style-type: none"> • Experience of administration in an education environment 	Application Interview
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills. • Ability to work in a team. • Commitment to improving personal performance and supporting that of the service. 		Application Interview
Other			